

**COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH  
SAN ANTONIO COMMUNITY MENTAL HEALTH CENTER**

**JOB ANNOUNCEMENT**

**Restricted to Department of Mental Health Employees Only**

**MENTAL HEALTH CLINICAL PROGRAM HEAD**

The San Antonio Community Mental Health Center is seeking a highly qualified, motivated individual with a broad range of experience in supervising and managing child, adolescent and adult outpatient mental health programs. We are seeking an individual who is visionary and willing to embrace changes related to service strategies to be defined by Health Care Reform. Résumés are being accepted from eligible candidates including current Mental Health Clinical Program Heads with at least two years of experience in clinical and administrative supervision of child and adolescent programs. This position is located at Huntington Park.

This position will provide oversight of clinical and administrative staff and programs that include mental health outpatient and school based services for adolescents and children, and their families. In addition, the agency provides services to CalWORKs adult clients. The clinic is a mid-sized clinic with approximately 40 staff.

**EXAMPLES OF DUTIES:**

- Planning, organizing, directing and evaluating all aspects of child, adolescent, and adult mental health services, including developing policies and procedures and budgets; ensuring that services are integrated, family centered, culturally sensitive, and easily accessible; evaluating outcomes of services; and developing and arranging training for treatment staff.
- Assigning, directing and reviewing the work of subordinate staff and trainees. Tracking intakes to assure timely service provision. Monitoring daily activity of all staff to maximize utilization of resources.
- In collaboration with clinic supervisors and appointed administrative staff, identifying continuing staff training needs for evidence based practices, including EBP's for children from 0-18, and brief treatment approaches. Developing tracking logs and quality assurance practices to assure completion of outcome measures and fidelity to the models.
- Representing the Department at meetings with other County Departments, State and Federal agencies, and Community Collaboratives.
- Formulating and implementing policies and procedures that are in compliance with Federal, State and County licensure, accreditation and regulatory

requirements, and ensuring that statistical data and service delivery information are reported accurately and in a timely manner.

- Overseeing the investigation and resolution of complaints and responding to inquiries from the Board of Supervisors, clients, family members, providers, employees and the general public.

**DESIRABLE QUALIFICATIONS:**

- Bilingual Spanish and English languages
- Excellent community organizational skills
- Strong communication and management skills
- Ability to work a flexible schedule

Interested individuals currently holding the payroll title of Mental Health Clinical Program Head are encouraged to send or fax your resume, last two performance evaluations (PEs) and master timecards for 2011 and 2012 by the close of business on **Friday, May 17th, 2013 to:**

Ana M. Suarez, LCSW  
Clinical District Chief, SA 7  
Department of Mental Health  
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Los Angeles, CA 90020  
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